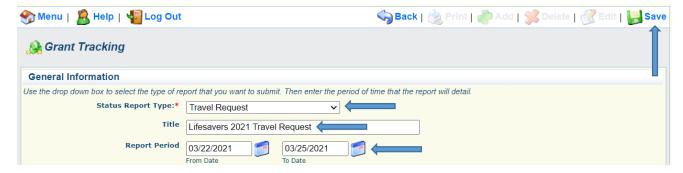
How to submit an OUT OF STATE TRAVEL REQUEST in Iowa Grants

You do NOT need to complete this form for in state training/conferences

- Go to www.iowagrants.gov and log in
- Click on My Grants and then select grant for current fiscal year
- Click on Status Reports
- Click on Add at the top of the page



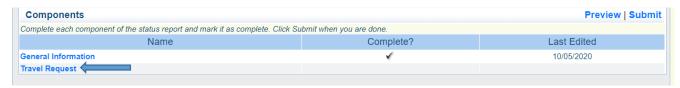
- Select Travel Request from the Status Report Type drop down menu
- For the **Title Field**, enter the name of the training you wish to attend and the year in which it will take place, followed by the words "Travel Request"
- Click on the calendar icons to enter the training start and end dates in the Report Period fields
- Click Save in upper right corner



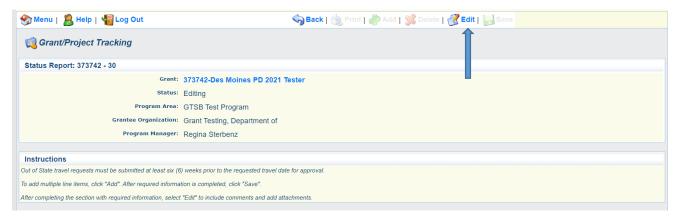
• Click Return to Components



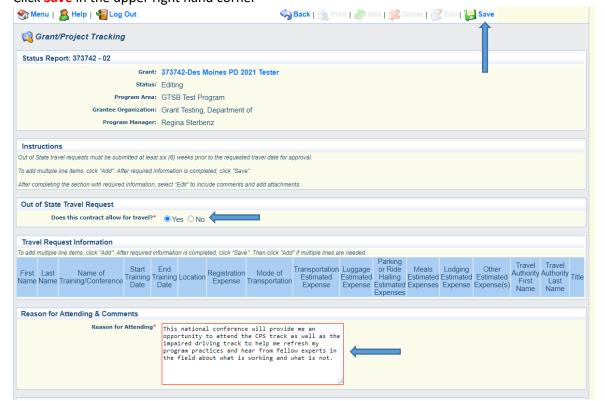
Click on Travel Request in the table



• Click on Edit in the upper right hand corner



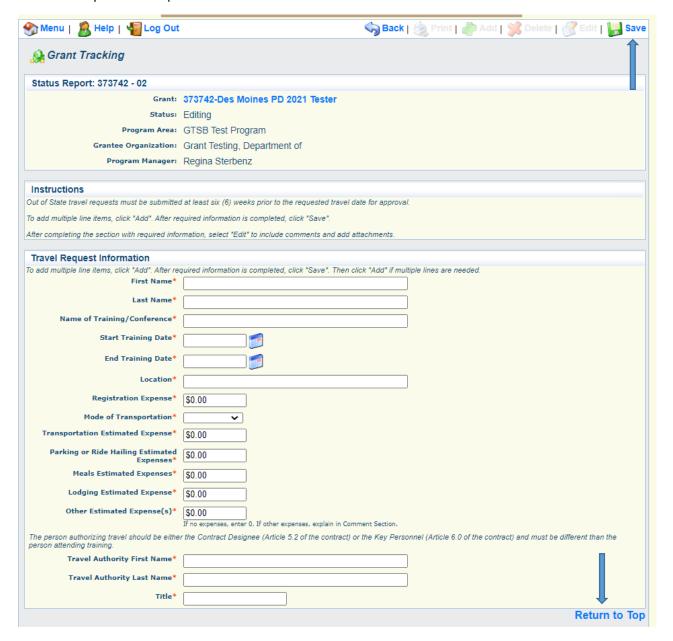
- Answer the required question Yes/No
- Answer the required Reason for Attending & Comments Section by typing in the provided text box
- Click Save in the upper right hand corner



Click Add in the upper right corner of the Travel Request Information box



Complete the required traveler information

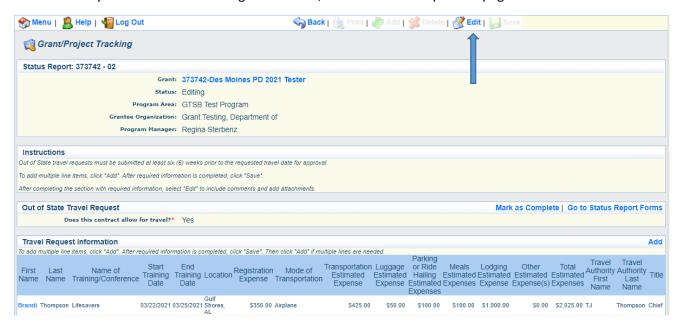


Click Return to Top, and then click Save

• If there are additional travelers, click Add again in the upper right corner and repeat the steps above, until all travelers have been entered.



• Once you are finished entering all travelers, click **Edit** at the top of the page

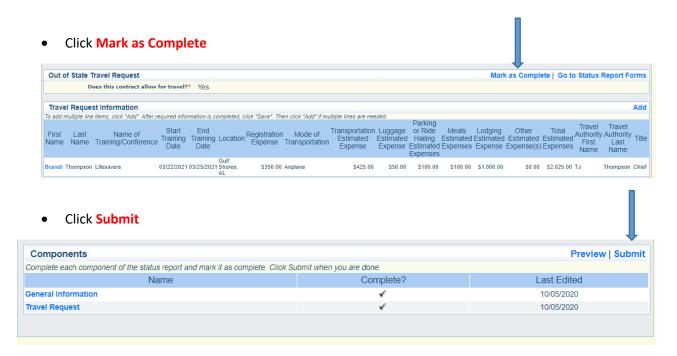


- Attach your Travel Request Documentation (conference agenda, airline quotes, etc.)
- To attach documentation, click on the **Choose File button**, and double click on your document name. It should now appear next to the Choose File button.

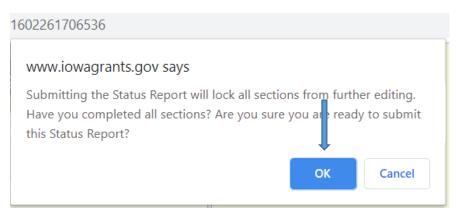


Click Save in the upper right hand corner





If there are no further edits to this form, click OK



Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

